

Required Documentation for Dependents

For Spouse

- ✓ State Official Marriage Certificate (Must be certified by the appropriate State or County official (e.g., Clerk of Court):
 - a) from the court in the county in which the marriage took place; or
 - b) from the Maryland Division of Vital Records for marriages that occurred at least 6 months prior; or
 - c) from Vitalchek for marriages that occurred prior to January 1, 2004 at www.vitalchek.com

To remove a spouse from your plan outside of the Open Enrollment period (either one):

- ✓ Limited Divorce, Legal Separation Decree (must be signed by a Judge or other Court Official), or
- ✓ Divorce Decree (must be signed by a Judge)

NOTE: A separation order or agreement signed by a court in Maryland is not a change in family status permitting a mid-year change in benefits elections.

For Never Married Children

For Natural/Biological Child:

- ✓ Natural/Biological Child's Official State Birth Certificate (which must show the State employee/retiree as parent); and
- ✓ State Affidavit which includes the following:
 - Certification from the employee/retiree that the child lives with the employee/retiree more than one-half of the year
 - Certification that the child does not provide more than one-half of the child's own support

For Adopted Child:

- ✓ After adoption: copy of final adoption decree signed by a Judge or a State Issued Birth Certificate (showing the State employee/retiree as the parent) and affidavit.
- ✓ Pending Adoption: Notice of placement for adoption provided on adoption agency letterhead or copy of court order placing child pending final adoption and affidavit.
- ✓ State Affidavit which includes the following:
 - Certification from the employee/retiree that the child lives with the employee/retiree more than one-half of the year
 - Certification that the child does not provide more than one-half of the child's own support

NOTE: For Foreign adoptions: documentation of entry into United States (translated into English).

Required Documentation for Dependents

For Never Married Children (Continued)

For Stepchild: (must reside with State of Maryland employee/retiree)

- ✓ Copy of Child's Official State Birth Certificate (must indicate spouse as parent); and
- ✓ Copy of official State marriage Certificate; and
- ✓ State Affidavit for Step-Children; and
- ✓ Applicable Divorce Decree or Legal Custody Papers

NOTE: If no Divorce Decree or Custody Papers are available, you must attach stepchild's proof of residence (i.e. school records, drivers license, daycare records, etc.)

For Legal Ward:

- ✓ State Affidavit certifying permanent residence and support; and
- ✓ Either: (a) Copy of Court Order signed by a judge or other court official confirming that the employee/retiree has permanent legal custody of the child by a court order of custody or guardianship, or
 (b) Copy of will providing testamentary appointment, confirming that the employee/retiree has legal custody of the child.

For Grandchild and other Dependent Child Relatives:

- ✓ Copy of child's Official State Birth Certificate; and
- ✓ Copy of child's parent's and other relative's Official State Birth Certificate(s); and
- ✓ State Affidavit certifying residence and sole support

NOTE: Birth certificates must show line of relationship to employee/retiree. Grandchild's birth certificate must list employee/retiree's child as grandchild's parent.

For Medical Child Support Order:

- ✓ Copy of Court Order requiring employee/retiree to provide support and health coverage, signed by the child support officer or Judge; and
- ✓ State Official Birth Certificate (certificate must indicate State employee/retiree as parent), and
- ✓ State affidavit for natural/biological or adopted child

For Disabled Child:

- ✓ In addition to the required documentation for a dependent child, the following is required:
 - Provide Physician Verification of permanent disability (Verification of the disability will be required every 2 years)

For Dependents aged 18-23: (beginning with the calendar year the child turns 19 through the end of the calendar year the child turns 23)

- ✓ In addition to the required documentation for a dependent child the following is required:
 - Certification of student status (Verification will be required twice a year)